

SECRET

OC-M-73-609

2 NOV 1973

MEMORANDUM FOR: Office of Joint Computer Services/AD

25X1A

ATTENTION :

SUBJECT : OC MAP CONTROLLED PROPERTY Data Base

REFERENCE : OC-M-73-496, Para 2b, 31 August 1973

The attached information on OC MAP CONTROLLED PROPERTY data base requirements is forwarded to assist you in your OC MAP requirements analysis. At your convenience, we will schedule a meeting with the OC Project Managers to answer questions and provide additional information as appropriate.

25X1A

Executive Assistant
Office of Communications

Attachments:

- A. Controlled Property Requirements Spread Sheet
- B. Sample Reports

Distribution:

- | | |
|--------------------------|-------------------------|
| Orig & 1 - Addressee | 1 - OC-DO w/att A. |
| 1 - OC Record Copy w/att | 1 - OC-CS w/att A. |
| 1 - OC-O/COD w/att A. | ✓ 1 - OC-EXA File w/att |
| 1 - OC-E w/att A. | 1 - OC-EXA Chrono w/att |

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OC-EXA: 2 Nov 73)

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25X1

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New	Old	Title	Number Elements	Number of Line Items	Frequency	Current ADP Report	Report Prepared By	Report Used By	On-Line	Project Manager	Source Data	
1	6 ✓	Grade/Panel Misslots	5	Varies 100 - 150	Semi-Annual	No	OC-S	OC-S	No		OC Manning Table Plus other Elements Found in PCR and Elsewhere	
2	7 ✓	Dependency Status of Singles and MNC's	3	400	Semi-Annual	No	OC-S	OC-S	No		Same Item 1	
3	8 ✓	CEL Eligibility List Panels N & T	4	900	Annual	No	OC-S	OC +	No		Same Item 1	
4	9 ✓	Expected World-Wide Vacancies Panels N & T	10	500	Annual	No	OC-S	OC	No		CMD Records and Files	
5	10 ✓	Position Vacancies Panels N & T	16	Varies 5 - 45	Monthly	No	OC-S	CMD	Req		CSA's Position Status Files	
6	11 ✓	Personnel Rotations Panels N & T	12	Varies 5 - 45	Monthly	No	OC-S	CMD	Req		CSA's Personnel Status Files	
7	12 ✓	Personnel Assigned DEVCOMP	10	66	Monthly	No	OC-S	OC-S	Req		Same Item 1	
8	20 ✓	Analysis of Rotation & Assignment Patterns to Reduce Seasonal Peaks & Improve Efficiency of Career Managers	?	?	Semi-Annual	No	OC-S	CMD	No		Same Item 1 ?	No Sample
	14	Career Panel Listing	Same as Item 9 Below								Required Deleted	
9	1 ✓	Personnel Title Alpha Listing	20	2000	Quarterly	No	OC-S	OC			Personnel Actions Career Service Actions Employee Input OP Reports	
10	2 ✓	Master Opred Listing	15	1000	Monthly	Portions	AD	AD/OC-0	Desired		OC-S Records DDO/CCS	
11	3 ✓	Immobiles	10	100	Semi-Annual	No	OC-S	DCO/OC-S	No		OC-S; OMS; OS; OP	
12	4 ✓	World-Wide TDY Standby	7	300	Monthly	No	OC-S	AD/OC-0	Desired	OC Components Employee		

New	Old	Title	Number Elements	Number of Line Items	Frequency	Current ADP Report	Report Prepared By	Report Used By	On-Line	Project Manager	Source Data
13	5	✓ True/Pseudo Cross- Referenced Alpha Listing	3	4000	Semi-Annual	No	OC-S	Hqs OC	No	STATINTL	OC-S
14	133	✓ Manning Table	16	2000	Monthly	Yes	OC-S	OC	No		Personnel Actions Career Service Actions Correspondence
	23	✓ Same as Item 8 Above									
15	22	✓ Employee Training Record	7	6000	Semi-Annual	Yes	OC-S	CMD/P&B	No		CTB Records/Files
16	17	✓ Cover & Clearance Report	4	2500	Monthly	Yes	OC-S	AD	Desired		COMSEC/OS/Pers Files/CCS
17	21	✓ T.T.I. Alpha by Station	15	300?	N/A	No	OC-S	AD	Req	STATINTL	Post Reports/Correspondence/AD Files
18.		✓ Packing & Unpacking Report									
15		OC Strength Report - cancelled									
16		- Cancel									
18		- Cancel									

CONTROLLED PROPERTY

<u>Item Number</u>	<u>Title</u>	<u>Number Elements</u>	<u>Number of Line Items</u>	<u>Frequency</u>	<u>Current ADP Report</u>	<u>Report Prepared By</u>	<u>Used By</u>	<u>On-Line</u>	<u>Source Data</u>	<u>Project Manager</u>
<u>Clandestine Equipment</u>										
1	Frequency Register and System Assignment (FRASA)									
A.	Master Listing	20	3,000	Quarterly	Yes	OC-O/COD	OC-O	Required	OC Correspondence Files Procurement Records	STATINTL
B.	Area Listing	12	3,000	Quarterly	No	OC-O/COD	OC-O	Required	OC Correspondence Files Procurement Records	
C.	Station Listing	12	3,000	Quarterly	No	OC-O/COD	OC-O	Required	OC Correspondence Files Procurement Records	
D.	Frequency Listing	5	2,500	Quarterly	No	OC-O/COD	OC-O	Required	OC Correspondence Files Procurement Records	
E.	Suspense Listing	9	300	Weekly	Yes	OC-O/COD	OC-O	Required	OC Correspondence Files Procurement Records	

CONTROLLED PROPERTY (Cont.)

<u>Item Number</u>	<u>Title</u>	<u>Number Elements</u>	<u>Number of Line Items</u>	<u>Frequency</u>	<u>Current ADP Report</u>	<u>Report Prepared By</u>	<u>Used By</u>	<u>On-Line</u>	<u>Source Data</u>	<u>Project Manager</u>
F.	Financial Accounting	5	3,000	Quarterly	No	OC-O/COD	OC-O	Required	OC Correspondence Files Procurement Records	STATINTL
G.	Repair and Return Account	9	100	Quarterly	No	OC-O/COD	OC-O	Required	OC Correspondence Files Procurement Records	
2	Issued Clandestine Equipment Report (ICER)	5	1,000	Quarterly	Yes	OC-O/COD	OC-O	No	OC Correspondence and Records	
<u>Staff Equipment</u>										
3	World-wide Inventory of Staff Communications Equipment	16	25,000	Semi-Annual	Yes	OC-E	OC-E/SED No		OC Station Records	STATINTL
A.	Cross Index by Stock Number		1,900	Semi-Annual	Yes	OC-E	OC-E/SED No		OC Station Records	
A.	Cross Index by Model Number		1,900	Semi-Annual	Yes	OC-E	OC-E/SED No		OC Station Records	
C.	Cross Index by ALFA Nomenclature		1,900	Semi-Annual	Yes	OC-E	OC-E/SED No		OC Station Records	
D.	Cross Index by RENO Number (RENO 045)		1,900	Semi-Annual	Yes	OC-E	OC-E/SED No		OC Station Records	

CONTROLLED PROPERTY (Cont.)

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Item Number	Title	Number Elements	Number of Line Items	Frequency	Current ADP Report	Report Prepared By	Used By	On-Line	Source Data	Project Manager
E.	Area Report by RENO Number		5,500	Semi-Annual	Yes	OC-E	OC-E/SED No		OC Station Records	
F.	Station Report by RENO Number		10,000	Semi-Annual	Yes	OC-E	OC-E/SED No		OC Station Records	
G.	World-wide Report by RENO Number		19,000	Semi-Annual	Yes	OC-E	OC-E/SED No		OC Station Records	
H.	Test Equipment Inventory	16	1,000	Quarterly	Yes	<input type="text"/>	OC - Don't Know	No	<input type="text"/> Engineer in	STATINTL
4	Staff Equipment Failure Reports									
A.	Cumulative Failures by RENO Number	3	42	Quarterly	Yes	OC-E/SED	OC-E/SED No		OC Field Station Reports	
B.	Failures by Area and RENO Number	4	115	Quarterly	Yes	OC-E/SED	OC-E/SED No		OC Field Station Reports	
C.	Failures by Station and RENO Number	10	976	Quarterly	Yes	OC-E/SED	OC-E/SED No		OC Field Station Reports	
D.	Failures by Circuit Symbol Number	12	518	Quarterly	Yes	OC-E/SED	OC-E/SED No		OC Field Station Reports	
Cryptographic Equipment										
	Inventory of Cryptographic Equipment	9	1,500	Quarterly	Yes	OC-CS	OC-CS	Yes	COMSEC Accounts	

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CONTROLLED PROPERTY - (Cont.)

<u>Item Number</u>	<u>Title</u>	<u>Number Elements</u>	<u>Number of Line Items</u>	<u>Frequency</u>	<u>Current ADP Report</u>	<u>Report Prepared By</u>	<u>Used By</u>	<u>On-Line</u>	<u>Source Data</u>	<u>Project Manager</u>
<u>Cryptographic Materiel</u>										
6	Inventory of Crypto-graphic Materiel									STATINTL
A.	Master Listing	7	130,000	Semi-Annual	Yes	OC-CS	OC-CS	Yes	COMSEC Accounts	STATINTL
B.	Depot Inventory	8 ✓	100,000	Semi-Annual	Yes	OC-CS	OC-CS	Yes	COMSEC Accounts	
C.	Destruction and Transfer Reports	15	150,000	Bi-Monthly	Yes	OC-CS	OC-CS & Field Stations	Yes	COMSEC Accounts	

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ILLEGIBLE

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World-Wide Equipment Report [] - (OC-E)

- a. Report format as in the attached sample is satisfactory.
- b. Data elements (identified on the sample) do not require modification.
- c. Received semi-annually.
- d. Report currently exists.
- e. Sources of data for the report are world-wide communications facilities.
- f. OC-E/SED/FAB is responsible for updating.
- g. On-line capability is neither required nor desired.

(3)

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Keyed to OC-M-73-425, 23 July 1973

STATINTL

REPORT NAME: ☐ TEST EQUIPMENT INVENTORY

A. Attached

B. Existing

C. Quarterly

D. Yes

E. ☐ /EB/SUPPLY

F. ☐ /EB

G. No

STATINTL

Controlled Property
☐
CP # 3 H

STATINTL

(3)

ADMINISTRATIVE--INTERNAL USE ONLY

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01-M-73-072
ATTACHMENT E

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IV, S. e

(4)

Equipment Failure Reports - (OC-E)

Equipment Failure Reports are generated in four types of breakout from the one data base. Those are:

Total Failures World-Wide by equipment type
Failures by Geographic Area
Failures by Circuit Symbol No. (i.e., component)
Failures by Station

- a. The present formats (of which a sample is attached) are satisfactory.
- b. Data elements (identified on the sample) are as desired.
- c. The reports are currently produced on a semi-annual basis; the user component would prefer quarterly reports.
- d. The reports already exist.
- e. The data source is a pre-printed form filled in and pouched to Headquarters by field stations encountering equipment failures. Transmission to Headquarters is being converted from pouch to electrical means, with reception in the user office.
- f. The user (OC-E/ESD/TSB/R&R) is responsible for update. Information received from the field is transcribed onto a form which is delivered to OJCS for keypunch.
- g. On-line capability is not required. The user does wish to investigate means of avoiding the keypunch logjam and verification process, possibly with a small processor and VDU entry device in his area permitting data entry and program execution there with OJCS providing the voluminous, multi-copy (some 30 copies) print-out from mag tape.

Continued Page
OC-E
CP # 4

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MEMORANDUM FOR: Office of Joint Computer Services/AD

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ATTENTION :

SUBJECT : OC MAP SUPPLEMENTAL REPORTS

REFERENCE : OC-M-73-496, Paragraph 2d

1. Attachment 1 is a partial listing of OC ADP MAP requirements which are categorized in the reference as SUPPLEMENTAL REPORTS. This partial listing is made up of management reports prepared by the Staff Communications Division, OC, relating to network status and workload.

2. The Cable Traffic Analysis (CATRAN) report is currently being produced by computer in a batch mode. However, the procedures for updating the data base and extracting management reports are essentially manual and therefore laborious and time consuming. It is a very important element of the office management process, and we attach considerable importance and priority to getting the CATRAN reports process revitalized.

3. Attachment 2 consists of samples and descriptions of reports. At your convenience, we will schedule a meeting with the OC Project Managers to answer your questions and provide additional information as appropriate.

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Executive Assistant
Office of Communications

Attachments:

1. SCD Supplemental Requirements Spread Sheet
2. Sample reports

Distribution:

- O&I - Add w/att
- 1 - OC w/att 1
- 1 - OC-P&B w/att 1
- 1 - EXA Chrono w/o att
- ✓ 1 - EXA File w/att
- 1 - OC Record Copy w/o att

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EXA: :jcv(5 Nov 73)

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SUPPLEMENTAL REPORTS

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Item Number	Title	Number Elements	Number of Line Items	Frequency	Current ADP Report	Used By	On-Line	Source Data	Project Manager	
1	(CATRAN) Cable Traffic Analysis	9	13,000	Monthly	Yes	OC- []	Desired	Cabled Reports from all Staff Circuits	[]	25X1
2	(CATRAN) Station Message Volumes	9	2,550	Monthly	Yes	OC- []	Desired	Cabled Reports from all Staff Circuits		
3	(CATRAN) Master List	12	7,200	Monthly	Yes	OC- []	Desired	Cables Reports from all Staff Circuits		25X1A
4	Sub-Report CIA Network Message	5	16	Monthly	No	OC-P&B	Desired	CATRAN		
5	Sub-Report CIA Messages by DDO Area	8	16	Monthly	No	OC-P&B	Desired	CATRAN		
6	Sub-Report Messages Processed in Hqs SigCenter	4	16	Monthly	No	OC-P&B	Desired	CATRAN		
7	Six-month Messages. First Half Fiscal Year	4	200	Semi-Annual	No	OC-P&B	Desired	CATRAN		
8	Year-end Message Averages at End of Fiscal Year	11	200	Semi-Annual	No	OC-P&B	Desired	Cabled Reports from all Staff Circuits		
25X1	[] Crypto Link Register	8	23	Semi-Annual	Yes	OC- []	Required	OC- []	[]	CP/25X1
25X1	[] ** Staff Circuit Register	17	30 per page (50 pages)	Quarterly	Yes	OC- []	Required	OC- []		CP/CNIS

* All reports on this list produced by Staff Communications Division.

** Additional copies of this report are received broken down by area.

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Item Number	GIB	Title	Number Elements	Number of Line Items	Frequency	Current ADP Report	Used By	On-Line	Source Data	Project Manager
11		<u>COMMUNICATIONS FACILITY</u> Report	To Be Determined		Aperiodic	No	OC- <input type="checkbox"/>	Required	All Overseas Field Stations	<input type="checkbox"/>
12		Staff ComCenter (STATION PROFILE)	To Be Determined		Aperiodic	No	OC-P&B	Required	OC- <input type="checkbox"/>	<input type="checkbox"/>

PRACTICAL
 25X1
 25X1A
 BUILD 25X1
 CATRAP
 PERSONNEL
 DATA BASE

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1, 2, 3

CATRAN

a. The precise format and details will have to be worked out with the programmers. However, the end product would be very similar to the present CATRAN.

b. Message volumes, transmission volumes, poking workload, other agency volumes, overtime, etc.

c. Monthly

d. Yes

e. All field stations and

25X1A

f. OC

g. Required

25X1

25X1A

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SUPPLEMENTAL REPORT

9

Crypto Link Register



25X1A

- a. As depicted  document.
- b. Crypto link terminals, system indicators, etc.
- c. Semi-annual, staggered for each area.
- d. Yes.
- e. OC 
- f. OC 
- g. Required.

25X1

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SUPPLEMENTAL REPORT

10

25X1A

Staff Circuit Register

- a. As depicted in
- b. Circuit terminals, cost code, circuit speed, etc.
- c. Quarterly.
- d. Yes.
- e. OC
- f. OC
- g. Required

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SUPPLEMENTAL REPORT

11

Combined Field Report (CFR)

- a. As depicted in new CFR rewrite.
- b. As depicted in new CFR rewrite.
- c. Aperiodic, for each station, as major changes occur.
- d. Yes
- e. All foreign field stations.
- f. OC
- g. Required.

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25X1

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0000 Station Name 0001 Communications Area

1000 Organization Cables IN

1001 Organization Cables OUT

1002 Organization Telepouches IN

1003 Organization Telepouches OUT

1004 Organization SP Cables IN

1005 Organization SP Cables OUT

1006 Organization Data Messages IN

1007 Organization Data Messages OUT

1010 Organization Cables IN, Average Message Length

1011 Organization Cables OUT, Average Message Length

1012 Organization Telepouches IN, Average Message Length

1013 Organization Telepouches OUT, Average Message Length

1014 Organization SP Cables IN, Average Message Length

1015 Organization SP Cables OUT, Average Message Length

1016 Organization Data Messages IN, Average Message Length

1017 Organization Data Messages OUT, Average Message Length

2000 One-time tape off-line crypto workload

2001 One-time pad off-line crypto workload

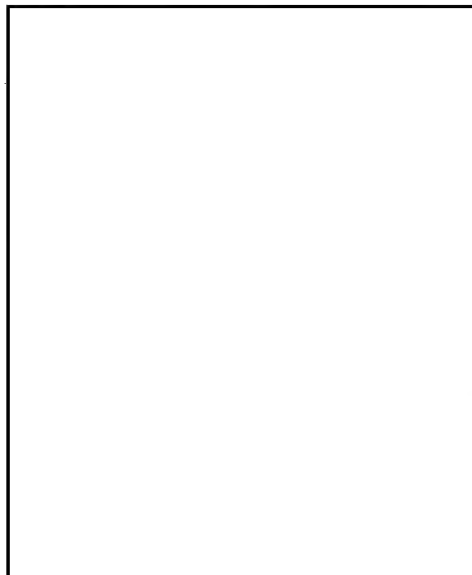
2002 HL-17 off-line crypto workload

2003 HL-6 off-line crypto workload

2006 Total RTTY Transmission Workload
2007 Total Leased or Allocated Circuit Reception Workload
2008 Total Leased or Allocated Circuit Transmission Workload
2009 Total CW Reception Workload
2010 Total CW Transmission Workload
2011 Total Other Reception Workload
2012 Total Other Transmission Workload

25X1A

3000
3001
3002
3003
3004
3005
3006
3007
3008



4000 Total Transmissions IN - Tributary Stations
4001 Total Transmissions OUT - Tributary Stations
4002 Total Transmissions IN - Relay Stations
4003 Total Transmissions OUT - Relay Stations
4004 Total Transmissions IN from Other Agency Relay Stations - Relay Stations
4005 Total Transmissions OUT to Other Agency Relay Stations - Relay Stations
4006 Total Transmissions IN from CRITICOMM Stations - Relay Stations
4007 Total Transmissions OUT to CRITICOMM Stations - Relay Stations
4008 Total Transmissions IN from Other Non-Agency Stations - Relay Stations

4009 Total Transmissions OUT to Other Non-Agency Stations - Relay Stations

4010 Total ROOM CIRCUIT Transmissions - All Stations

4011 Total Transmissions IN - Each Channel - All Stations

4012 Total Transmissions OUT - Each Channel - All Stations

5000

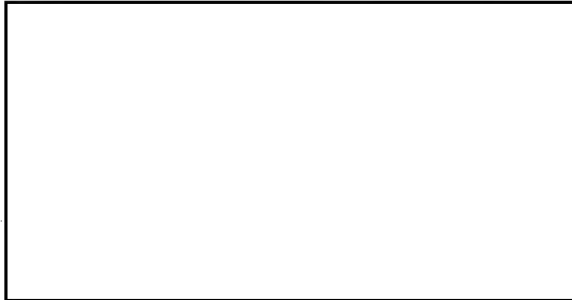
5001

5002

5003

5004

25X1A



6000 Overtime, Panel T, GS-11 and below
6001 Overtime, Panel P, GS-11 and below
6002 Overtime, Panel N, GS-11 and below
6003 Overtime, Panel N, GS-12 and above
6004 Overtime, Panel C, GS-11 and below
6005 Overtime, Panel S, GS-11 and below
6006 Overtime, Panel A, GS-11 and below
6007 Overtime, Panel SA, GS-11 and below
6008 Overtime, Panel SL, GS-11 and below
6009 Overtime, Panel ID, GS-11 and below
6010 Donated Time, Panel O
6011 Donated Time, Panel T, GS-12 and above
6012 Donated Time, Panel T, GS-11 and below
6013 Donated Time, Panel P, GS-12 and above
6014 Donated Time, Panel P, GS-11 and below
6015 Donated Time, Panel N, GS-12 and above
6016 Donated Time, Panel N, GS-11 and below
6017 Donated Time, Panel C, GS-12 and above
6018 Donated Time, Panel C, GS-11 and below
6019 Donated Time, Panel S, GS-12 and above
6020 Donated Time, Panel S, GS-11 and below
6021 Donated Time, Panel A, GS-12 and above
6022 Donated Time, Panel A, GS-11 and below
6023 Donated Time, Panel SA, GS-12 and above
6024 Donated Time, Panel SA, GS-11 and below
6025 Donated Time, Panel SL, GS-12 and above
6026 Donated Time, Panel SL, GS-11 and below

6027 **Approved For Release 2002/11/04 : CIA-RDP79-01577A000100020002-7**
Donated Time, Panel ID, GS-12 and above

6028 Donated Time, Panel ID, GS-11 and below

7000 CCD

8000 Commercial Cable Costs - Distant Stations where Traffic sent and costs
thru
8010

9000 Circuit and Crypto Link Changes
thru
9010

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1 October 1973

Draft

Page 1

STAFF COMMUNICATIONS DATA*

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CONTROL
OFFICER

TITLE	# ELE- MENTS	# LINE ITEMS	FREQ.	CURRENT ADP REPORT	REPORT USED BY	ON-LINE	SOURCE DATA
1. (CATRAN) Cable Traffic Analysis	9	50 per page (260 pages) 13,000	Monthly	Yes	OC-C	Desired	Cabled Reports from all Staff Circuits
2. (CATRAN) Station Message Volumes	9	50 per page (51 pages) 2,550	Monthly	Yes	OC-C	Desired	Cabled Reports from all Staff Circuits
3. (CATRAN) Master List	12	50 per page (144 pages) 7200	Monthly	Yes	OC-C	Desired	Cabled Reports from all Staff Circuits
4. Sub-Report CIA Network Message	5	16	Monthly	No	P&B	Desired	CATRAN
5. Sub-Report CIA Messages by DDO Area	8	16	Monthly	No	P&B	Desired	CATRAN
6. Sub-Report Messages Pro- cessed in Hqs Signal Center	4	16	Monthly	No	P&B	Desired	CATRAN
7. Six-month Messages. First Half Fiscal Year	4	200	Semi- Annual	No	P&B	Desired	CATRAN

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Project Manager
CONTROL OFFICER

TITLE	# ELE- MENTS	# LINE ITEMS	FREQ.	CURRENT ADP REPORT	REPORT USED BY	ON-LINE	SOURCE DATA
8. Year-End Message Averages at End of Fiscal Year 25X1A	11	200	Semi-Annual	No	P&B	Desired	Cabled Reports from all Staff Circuits
9. Crypto Link Register 25X1A	8	23	Semi-Annual	Yes	OC 	Required	OC-
10. Staff Circuit Register	17	30 per page (50 pages)	Quarterly	Yes	OC 	Required	OC-
11. Combined Field Report	To be determined		Aperiodic	No	OC 	Required	All Field Stations
12. Leased Line Summary	6 12		Quarterly	No	P&B	Desired	OC-0
13. Staff Com-center Summary	To be determined		Aperiodic	No	P&B	Required	OC-0
14. Overtime Report	6 10		Quarterly	No	P&B	Desired	CATRAN and Other

25X1
25X1

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* ALL REPORTS ON THIS LIST PRODUCED BY STAFF COMMUNICATIONS DIVISION
*Additional copies of this report are received broken down by area.

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Combined Field Report
P. 1 CFR

- (11)
- a. As depicted in new CFR rewrite
 - b. As depicted in new CFR rewrite
 - c. Aperiodic, for each station, as major changes occur.

d. Yes

e. All foreign field stations

f. OC

g. Required

Crypto Link Register
P. 1

a. As depicted in

b. Crypto link terminals, system indicators, etc.

c. Semi-annual, staggered for each area

d. Yes

e. OC

f. OC

g. Required

Staff Circuit Register
P. 1

a. As depicted in

b. Circuit terminals, cost code, circuit speed, etc.

c. Quarterly

d. Yes

e. OC

f. OC

g. Required

IV. 8. b.

Supp Rpt
25X1

25X1

IV. 8. c.

S.R. 14

IV. 8. d.

S.R. 15

STATINTL

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SUPPLEMENTAL REPORTS

<u>Item Number</u>	<u>Title</u>	<u>Number Elements</u>	<u>Number of Line Items</u>	<u>Frequency</u>	<u>Current ADP Report</u>	<u>Report Required By</u>	<u>On-Line</u>	<u>Source Data</u>
1	Top Secret Inventory	7	-	Annual	Yes	OC-EXA/ICS	No	TS Control Cards Form 1169a
2	Index of OC Documents ALFA, Short Title and Numerical Indexes	5	150	Annual	No	OC-EXA/ICS	No	OC Components
3	Wirelist	-	-	On Demand	No			
4	Circuit Outage Report	9	-	Monthly	Yes			
5	Circuit Status Summary	12	-	Monthly	Yes			
6	Datacom Statistics							
A.	Data Report for Management	15	22	Monthly	Yes			
B.	Records Transmission	24	30	Monthly	Yes			
C.	Data Transmissions	24	30	Monthly	Yes			
D.	Processor Usage	24	40	Monthly	Yes			
E.	Off-Line Jobs	24	30	Monthly	Yes			
F.	Secure Voice Contacts	24	30	Monthly	Yes			

STATINTL

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MANAGEMENT ADP REQUIREMENTS
SPREAD SHEET

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PERSONNEL AND POSITIONS									
Item Number	Title	Number Elements	Number of Line Items	Frequency	Current ADP Report	Report Required By	On-Line	Source Data	
1	Personnel Title Alpha Listing	20	2000	Quarterly	No	PREPARED ADM	ADM	Desired	Personnel Action Career Service Actions Employee Input OP Reports
2	Master OPRED Listing	15	1000	Monthly	Partial	ADM	ADM	Desired	OC-S Records DDO/CCS
3	Immobiles (Holds)	7	75	Semi-Annual	No	ADM	ADM	Desired	OC-S; OMS; OS;
4	World-wide TDY Standby	7	300	Monthly	No	ADM	ADM	Desired	OC Components Employee
5	True/Pseudo Cross-Referenced Alpha Listing	3	2000 (each listing)	Semi-Annual Monthly	No	ADM	OC	Desired	OC-S
6	Grade/Panel Misslots	5	-	Semi-Annual	No	CMD		Desired	OC Manning Table
7	Dependency Status	3	-	Semi-Annual	No	CMD		Desired	OC Manning Table
8	CEL Eligibility List	4	-	Annual	No	CMD		No	OC Manning Table
9	CMD Vacancy List	6	-	Annual	No	CMD		No	OC-S
10	Computer-Assisted Assignments	16	-	Monthly	No	CMD		Required	OC Manning Table
11	Personnel Rotations	12	-	Monthly	No	CMD		Required	OC Manning Table
12	DevComp	10	-	Monthly	No	CMD		Required	OC Manning Table
13	OC Manning Table	16	2000	Monthly	Yes	ADM		Required	Personnel Actions Career Service Actions Correspondence

PERSONNEL AND POSITIONS (Cont.)

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Item Number	Title	Number Elements	Number of Line Items	Frequency	Current ADP Report	Report Required By	On-Line	Source
14	Career Panel Listing	5	-	Monthly	No	<i>used</i> Proposed CMD	-	OC-S Files
15	Ceiling and Strength Report	-	-	-	No	AD P&B	Desired	OC-S Files
16	TDY Man-Day Report	-	-	-	No	AD P&B	Desired	Field Quarterly Report
17	Cover and Clearance Report	4	2500	monthly	yes	ADM	Desired	Comsec OS & Per
18	Crypto Clearance Register	8	2000	Aperiodic	Yes	OC-CS	No	Comsec Files
19	Training Statistics	-	-	-	-	CMD P&B	Desired	<i>Delete Per IS. 4/25/73 move to Ref 9 #15</i>
20	Computer Analysis of Cyclical Rotation Patterns	-	-	-	-	CMD	-	ADMIN
21	LTI Alpha By Station	15	300	N/A	NO	AD	Desired	STATINTL
22	Personnel Training Record (CTR)	-	-	-	-	CMD	-	
23	Analysis of Assignments and Extensions	-	-	-	-	CMD	-	

What is this?
See P&B
Is this OS?

I A B B

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REQUIRED NON-OC PRODUCED MANAGEMENT REPORTS

<u>Report</u>	<u>Sponsor</u>	<u>Office</u>	<u>OC USER</u>
1. Position Control Register	- STATINTL	DDM&S- OP	
2. Program Trend Report Analysis		DDM&S-SIPS	OC-E OC-E
3. Monthly Deviation Report (Office)		DDM&S-SIPS	
4. Reprogramming (Office)		DDM&S-SIPS	
5. FY - Program Estimate		DDM&S-SIPS	
6. Obligation Forecast		DDM&S-SIPS	OC-E
7. Inventory of ADP Equipment	-	DDM&S-OJCS	OC-E
8. Personnel Locator	-	DDM&S-OP	
9. PERSONNEL STATUS REPORT - ALPHA	-	DDM&S-OP	
10. PERSONNEL STATUS REPORT - BY GRADE	-	DDM&S-OP	

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S E C R E T

T.S. NO.	COPY	PAGES	ATTIS.	ADDRESSEE	DEL. DATE	29 JUNE 1973
0040342	001	152		OC-SCD	01NOV71	
104569	010	001		OC-SCD	07AUG61	
165187	004	021		OC-SCD	21APR59	
165722	001	004	001	OC-SCD	15JUL64	
165722-A	001	001		OC-SCD	15JUL64	
168782	009	002		OC-SCD	19FEB58	
168864	012			OC-SCD	23MAY61	
168869	007	001	001	OC-SCD	23MAY61	
172018	001	001		OC-SCD	10AUG59	
172396	001	001		OC-SCD	30JUN59	
172422	012	001		OC-SCD	04AUG59	
172423	012	001		OC-SCD	04AUG59	
172972	009	001		OC-SCD	07AUG61	
179143	001	002	002	OC-SCD	14FEB64	
179144	001	005	003	OC-SCD	14FEB64	
179146	001	001		OC-SCD	14FEB64	
179147	001	002		OC-SCD	14FEB64	
179148	001	002		OC-SCD	14FEB64	
180531-A	001	005	001	OC-SCD	27JUN61	
180538	001	001	001	OC-SCD	30OCT61	
180538-A	001	004	001	OC-SCD	30OCT61	
188699	001	001		OC-SCD	09SEP65	
188718	004	001		OC-SCD	23SEP65	
190107	005	001		OC-SCD	23FEB66	
194399	156	001		OC-SCD	20JUL65	
194429	039	001	003	OC-SCD	09SEP65	
194478	001	001		OC-SCD	29DEC65	
194616	003	001	004	OC-SCD	09SEP65	
194617	001	002	001	OC-SCD	09SEP65	
194617-A	001	001		OC-SCD	09SEP65	
194621	001	001	002	OC-SCD	23SEP65	
196062	040	247		OC-SCD	11MAR70	
196062-A	040	016		OC-SCD	23APR70	
196085	009	077		OC-SCD	18DEC69	
196086	009	003		OC-SCD	31DEC69	
196089	001	002		OC-SCD	05FEB70	

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*IV. 5. b.
Same as PCS
entry
SR. #1 X*

Top Secret Inventory - (OC-E)

- a. Report format as in the attached sample is satisfactory.
- b. Data elements (identified on the sample) do not require modification.
- c. Received from OC Top Secret Control Officer on an annual basis.
- d. Report currently exists.
- e. Sources of data will be reported by the preparing element, but include return of receipt cards to the OC TSCO by recipients of Top Secret material.
- f. Not known to user.
- g. On-line capability neither required nor desired by OC-E.

Extra Copy

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T.S. NO. COPY PAGES ATTS. ADDRESSEE DEL. DATE 29 JUNE 1973

196090	003	001	OC-SCD	23OCT70
196091	003	006	OC-SCD	23OCT70
196092	001	001	OC-SCD	23OCT70
196094	007	001	OC-SCD	20MAR70
196103	001	002	OC-SCD	12NOV70
196118	004	063	OC-SCD	21JUL71
196121	004	002	OC-SCD	26AUG71
196122	007	002	OC-SCD	14 SEP
196122	008	002	OC-SCD	14 SEP
196123	001	001	OC-SCD	28DEC71
196124	004	001	OC-SCD	22NOV71
196124	005	001	OC-SCD	22NOV71
196538	007	048	OC-SCD	04 MAY
196539	005	012	OC-SCD	04 MAY
196540	003	217	OC-SCD	04 MAY
196540	006	124	OC-SCD	01 JUN
196541	007	434	OC-SCD	15 MAY
196545	003	378	OC-SCD	08 JUN
196546	003	017	OC-SCD	08 JUN
196678	001	004	OC-SCD	23OCT70
196681	005	021	OC-SCD	23OCT70
196702	A 005	006	OC-SCD	23OCT70
196723	003	006	OC-SCD	23OCT70
196856	A 001	013	OC-SCD	04FEB72
197985	047	053	OC-SCD	07JAN70
197985	060	007	OC-SCD	10DEC69
197998	053	058	OC-SCD	13NOV70
198020/71	050	064	OC-SCD	01NOV71
198249	087	009	OC-SCD	05FEB70
198554	082	075	OC-SCD	15JUNE7

I CERTIFY THAT
THIS TOP SECRET
INVENTORY IS TRUE
AND ACCURATE WITH

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25X1

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